



PURCHASING AUTHORITY  
Town of New Milford, Connecticut  
**REQUEST FOR BIDS – Lynn Deming Park Security**

Sealed bids will be received at the Purchasing Office until 3 p.m., on Thursday, March 7, 2019. Bids must be in a sealed envelope, addressed to the Purchasing Authority, 10 Main Street, New Milford, CT 06776, and **clearly marked: Lynn Deming Park Security**. Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, March 7, 2019 at 3:30 p.m. Late bids will be considered informal and rejected.

**INTENT:** The Town is seeking bids from Security Service firms to provide uniformed gate attendants and patrolmen at Lynn Deming Town Park during the 2019 summer season.

Specifications and bid forms must be obtained online at [www.newmilford.org](http://www.newmilford.org). When applicable, state bids will be considered for this service.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

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Pete Bass, Mayor  
An Equal Opportunity/Affirmative Action Employer

**NEW MILFORD PARKS AND RECREATION  
J.P.C.C  
2 Pickett District Road  
New Milford, CT 06776**

**SPECIFICATIONS  
LYNN DEMING PARK SECURITY GUARDS  
2019**

**Intent:** The Town of New Milford, Parks and Recreation Department, is seeking bids from Security Service firms interested in providing uniformed gate attendants and patrolmen at Lynn Deming Town Park during the 2019 summer season (May 25 through September 22).

**Proposals:** All proposals received by:

Town of New Milford Purchasing Authority  
Town Hall, Purchasing Department  
10 Main Street  
New Milford, CT 06776

**Response date:** All bids will be accepted in the Purchasing Office, until the hour of 3:00 p.m., on March 7, 2019. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their bid.

**Preparation of bid:**

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten. Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above. Only complete bids will be accepted. In order for a bid to be complete, it must include all of the following:

- A. Bid Forms, signed by an official authorized to bind the firm to its provisions.
- B. Indemnification, Acknowledgement & Agreement
- C. Non-Collusion Affidavit of Prime Bidder
- D. Statement of Contractor's Qualifications
- E. 10 % Performance Bond
- F. Certificate of Insurance

**Pre-Bid Questions:**

Questions should be directed to: Daniel Calhoun, Director of Parks & Rec, via email @ [dcalhoun@newmilford.org](mailto:dcalhoun@newmilford.org) - Questions MUST be received no later than seven (7) calendar days before the bid opening. In order to be fair to all bidders, questions must be received in written form. It will be incumbent upon the Bidder to check the Town's website, [www.newmilford.org](http://www.newmilford.org), for any addenda issued. If an addendum is issued it will be posted no later than Monday, March 4, 2019.

**Acceptance of Proposal Content:** The contents of the successful bid may become contractual obligations, if a contract ensues. Failure of the successful firm to accept these obligations could result in cancellation of the selection. Bid successor must schedule and meet with park personnel at the Park and Recreation Office prior to season starting date.

**Type of Contract:** If a contract is entered into as a result of this bid, it will be a total cost contract based on the scope of services mandated in this proposal.

**Payment:** Monthly payment will be made within three (3) weeks of receipt of an invoice.

**Project Description:**

1. Provide **24 hour primary** uniformed security/gate attendant duties at Lynn Deming Town Park.
2. Security/Gate attendants must be a minimum of **21 years of age**.
3. Dates of service will begin on Saturday, May 25, 2019 at 7:00 a.m. and run continuously (24 hours a day) through Tuesday, September 3, 2019, ending at 2:00 a.m.
4. Provide a **second weekend guard** to work 7 hours per day every Saturday and every Sunday from 9:00 a.m. to 4:00 p.m. to patrol the beach, boat docks, boat ramp, bath house, and pavilion, enforcing park rules beginning May 25<sup>th</sup> through September 1st. Also included, Monday, May 27<sup>th</sup>, Thursday, July 4<sup>th</sup>, Friday, July 5<sup>th</sup> and Monday, September 2<sup>nd</sup>. **This patrolman should not be at the guard house unless requested by P&R.**
5. Provide a **third guard** to work 4 hours on Saturday, Sunday, and Monday, May 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, and Thursday, July 4 and Friday July 5<sup>th</sup> from 11 a.m. to 3 p.m.

**Duties include:**

- Enforcing all park rules and ordinances (see attached). All Security Guards and the Owner must attend a seminar given by the Parks & Recreation Department explaining all of the park rules in detail.
- It is the responsibility of the Security Company to make sure that all staff is properly trained in the policies and procedures of Lynn Deming Park. All staff assigned must read, understand and sign off, that they understand the policies and procedures.
- To sell vehicle and boat permits to residents and/or taxpayers (8 a.m. to 8 p.m.), (**day passes and senior stickers are available at the P&R Office only!**)
- **Security Guard will be responsible for filling out registration cards for each sticker sold and entering the information into the computer provided.**
- Security Guard must offer a copy of the park rules to every person purchasing a park sticker.
- Each guard must administrate all paperwork and accounting of permit sales for their shift.
- The Security Company is responsible for depositing their shift's revenues at Webster Bank located on Main Street in New Milford.

- The Security Company is responsible for bringing receipts of the day and account sheets along with day pass stubs to the Parks and Recreation Office, 2 Pickett District Road a **minimum of every other day**.
- To allow entrance only to those vehicles, boats, trailers, and jet ski type vehicles that have valid permits. **To prohibit additional vehicle trips to bring in more people.**
- To allow entrance to those individuals who hold validated day passes. (Only available at P&R Office)
- Responsible for the collection of day pass stubs from each person and making sure that the dates are valid. Day passes are for sale Monday through Friday from 7:30AM – 4:00PM at the Parks & Recreation Department.
- Responsible for stamping the hands of day pass holders if they need to leave and then re-enter the park. Individuals are not allowed to enter/re-enter without a day pass or stamp. Children 3 years of age and under shall be allowed to enter the park free of charge.
- To enforce the boat trailer parking lot (trailers must be unhitched and parked parallel to the owner's vehicle.)
- Evening and early morning shift security personnel must secure the main gate from 9:30pm to 5:30am and go on patrol every hour emphasizing scrutiny of boat docks, beach & buildings. Bathrooms should be locked from 9:30pm-5:30am.
- Guards should be familiar with radio and telephone communication devices.
- Guards should be familiar with rain gauge attendance and contact the Parks & Recreation Department by 8:30 a.m. if over **2 inches of rain has fallen** overnight. Rain gauge should be emptied each day!
- **Allow after-hour entry to boat launchers** who have valid permits, owners of boats in slips only. This includes launch passes & temporary passes issued by the Director of Parks and Recreation. Vehicles with temporary passes must be stopped and each pass should be visually inspected by the guard as to individual time and date restrictions written on them.
- To enforce walk-in policy (no entry without identification that confirms that you are a New Milford resident). Minors must be accompanied by a parent or guardian.
- Guards are NOT ALLOWED to **smoke or vape** while on duty.
- Guards are NOT ALLOWED to bring or watch a television, portable DVD player or personal electronic devices at the job site.
- Guards are NOT ALLOWED to install air conditioning units.
- The guard house door MUST BE LEFT OPEN at all times unless completing rounds.
- Guards must sit at the desk and be in full view at all times or in a chair outside of the guard house.
- Guards are NOT ALLOWED to make long distance phone calls without permission. The Security firm will be responsible for all long distance phone calls.
- Allow park patrons to use security-building phone for emergency use with permission from head-lifeguard.
- Winning bidder shall schedule a meeting with the Director of Parks & Recreation prior to May 17, 2019 to discuss policies and procedures.

**Post Season Guard:** Include a post-season guard to oversee security of the park rules and regulations. This guard should pay special attention to the boat slips and moorings. Dates for post-season guards are as follows: Tuesday, September 3rd through Sunday, September 22, 2019. Hours are as follows: Sunday, Monday, Tuesday, Wednesday, and Thursday evenings from 9:00 p.m. to 2:00 a.m. and Friday and Saturday evenings from 7:30 p.m. to 1:30 a.m.

**Weekend Post Season Guard:** Provide a weekend gate attendant/patrolmen to work 7 hours every Saturday and every Sunday from 9:00 a.m. to 4:00 p.m. to check stickers, patrol beach, boat docks, boat ramp, bath house, and pavilion, enforcing park rules beginning on Saturday, September 7<sup>th</sup> through Sunday, September 22<sup>nd</sup>.

**Statement of requirements:** Please state, in detail, your understanding of the requirements presented by this proposal. If your firm has any questions concerning these requirements, please submit them in writing to:

Dan Calhoun, Director  
Town of New Milford Parks & Recreation Department  
dcalhoun@newmilford.org

**Prices to be in effect for one year from date of award. At that time, the bid may be extended for an additional year upon mutual written agreement between the Town of New Milford and successful bidder(s).**

**Firm experience and references:** Please provide a list of your firm's experience in similar recreational settings plus a list of references.

**Price quotation sheet:** Please use Price Quotation Sheet provided.

**Performance bond:** Please submit a performance bond of 10% of your bid value to remain in effect until the compensation of your contract.

### **Insurance Requirements:**

A certificate of Insurance is required to be submitted upon execution of any agreement. The Contractor must carry the following minimum insurance coverages:

A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage:

General Liability per occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

The insurer shall waive all rights of subrogation on all applicable policies against the Town of New Milford, the New Milford BOE, its officers, employees and volunteers arising from all contracts, agreements and work performed by the Contractor for the Town of New Milford.

- B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage:  
\$1,000,000

Umbrella limits over Automotive Liability limits may be used to make up the required limits.

- C. Statutory Workers Compensation and Employers Liability

Each Accident	\$ 100,000
Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the laws of the State, whichever is greater.

- D. Umbrella/Excess: \$2,000,000

- E. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage **MUST** be provided by the Umbrella to mirror the General Liability coverage.

- F. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.
- G. The Town of New Milford, its officials, employees, and volunteers, **MUST** be named as additional insured on a primary and non-contributory basis. The policy endorsement evidencing this coverage **must** be provided with the Certificate of Liability Insurance.
- H. Note these limits are not all inclusive and are subject to change to reflect scope and cost of individual projects. These minimum required limits are not a limitation of contractor liability.
- I. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford.



PURCHASING AUTHORITY  
Town of New Milford, Connecticut

**INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT**

**BID:** Lynn Deming Park Security Guard – 2019

**BID OPENING:** March 7, 2019

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a) (1) and § 4a-60a (a) (1), as amended in State of Connecticut Public Act 07-245 and sections 9(a) (1) and 10(a) (1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

An Equal Opportunity/Affirmative Action Employer

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER  
(To Accompany Bid)

State of \_\_\_\_\_

Ss. \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such Price is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Title) \_\_\_\_\_

My Commission Expires \_\_\_\_\_ 20\_\_\_\_.



**NEW MILFORD PARKS AND RECREATION DEPARTMENT  
2 PICKETT DISTRICT ROAD, NEW MILFORD, CT 06776**

**Lynn Deming Park Security Guard 2019  
Bid Form**

<b>Position</b>	<b>Dates</b>	<b>Scheduled Hours</b>	<b>Total Hours</b>	<b>Rate</b>	<b>Position Total</b>
Primary Security/Gate Attendant	May 25 - Sept 3, 2019 Daily	Beginning May 25th at 7 a.m. and continuing to Sept 3rd at 2 a.m.	2419	\$ _____	\$ _____
Second Weekend Guard	May 25 - Sept 1, 2019 Every Saturday & Sunday Monday 5/27/2019 Thursday 7/4/2019 Friday 7/5/2019 Monday 9/2/2019	9:00 a.m. to 4:00 p.m.	238	\$ _____	\$ _____
Third Guard	May 25 - May 27, 2019 July 4 - July 5, 2019	11 a.m. to 3:00 p.m.	20	\$ _____	\$ _____
Post Season Guard	Sept 3 - Sept 22, 2019 Daily	9:00 p.m. to 2:00 a.m. Su-Th 7:30 p.m. to 1:30 a.m. Fr-Sa	106	\$ _____	\$ _____
Weekend Post-Season Guard	Sept 7 - Sept 22, 2019 Every Saturday & Sunday	9:00 a.m. to 4:00 p.m.	42	\$ _____	\$ _____
<b>Total contract amount</b>				\$ _____	\$ _____

Company: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Signature - Authorized Officer \_\_\_\_\_  
 Date: \_\_\_\_\_ Title: \_\_\_\_\_

**New Milford Parks & Recreation Commission  
2 Pickett District Road, New Milford, CT 06776  
(860) 355-6050 • Fax (860) 355-6052**

**GENERAL PARK RULES AND REGULATIONS**

*RULES AND REGULATIONS ENFORCEABLE BY FINE UNDER THE TOWN ORDINANCE ENTITLED, "ORDINANCE FOR THE REGULATION OF CONDUCT IN PUBLIC PARKS". ADOPTED 6/29/78 NEW MILFORD CODE – ARTICLE IV SEC. 14-62 THROUGH 14-65.*

1. No person shall willfully disfigure, destroy, or remove any public park property, fixtures, or natural resource.
2. Hunting or use of firearms in any Town park facility shall be by permit only in designated areas, issued by the Director of Parks & Recreation.
3. Any person using a Town Park Facility must properly dispose of any trash or litter in receptacles when and where they are provided; where receptacles are not provided all such rubbish and waste shall be carried away from the park by those persons responsible for its presence and properly disposed of elsewhere.
4. Speed limits shall be observed as posted in any park area. Any area not posted shall be a maximum speed limit of 25 miles per hour.
5. Parking of any vehicles, including trailers, in park facilities shall be confined to designated parking areas or along park roadways unless designated as no-parking areas. No parking is allowed in other park areas unless instructed to do so by park attendant who may be present and on duty at the time.
6. No vehicle, boat trailer, or boat, whether currently registered or not, may be parked for a period of time longer than 24 hours in any park facility except by permit issued by the Director of Parks & Recreation.
7. No recreational activities of any type, including, but not limited to, skateboarding, throwing Frisbees, etc. shall be allowed in any designated parking area or roadway in any Town Park Facility.
8. No overnight camping through any means shall be allowed in any Town park facility except by permit issued by the Director of Parks & Recreation.
9. No horseback riding will be allowed on any portion of the Green, Young's Field, or Lynn Deming Park.
10. Smoking and vaping are prohibited at all Town park playground facilities including but not limited to; the Creative Playground, Lynn Deming Park, Young's Field, Carlson's Grove and Emanuel Williamson Park.

11. No Alcohol Park Regulation – In keeping with the philosophy of recreation being a positive, healthy and wholesome activity, the following regulation shall be effective in all Town Parks pursuant to New Milford Charter section 1007:

Notwithstanding any town ordinance to the contrary, no person shall consume or possess with the intent to consume any alcoholic liquor within the limits of any public park, including, but not limited to, the Town Green, Young's Field, Baldwin Park, Addis Park, Carlson's Grove, Clatter Valley, Creative Playground, Emmanuel Williamson Park, Lynn Deming Park, Helen Marx Park, Norstrand Trail, Ray Ramsey Park, Pickett District Road Fields, Andrew Gaylord Barnes Park, Sarah Noble Soccer Field, Northville Soccer Fields, Old Boardman Bridge, Chappuis Park and Segal Meadows.

Exceptions:

1. Notwithstanding the provision above, persons may possess alcoholic liquor with the intent to consume and may consume alcoholic liquor at Clatter Valley, the Town Green and Carlson's Grove provided, however, that the Parks & Recreation Commission has first given written authorization to permit the sale, service, or distribution of alcoholic liquor at, or in connection with, a function, festival or celebration being held at Clatter Valley, the Town Green or Carlson's Grove and that the applicant otherwise secures the approvals necessary pursuant to the town alcohol ordinance section 2B-2.
  2. Notwithstanding the provision above, persons may possess alcoholic liquor with the intent to consume and may consume alcoholic liquor within any Town Park provided, however, that the Parks & Recreation Commission has first given written authorization to permit the sale, service, or distribution of alcoholic liquor at, or in connection with, a Town-sponsored special event, function, festival or celebration being held within any Town Park and that the applicant otherwise secures the approvals necessary pursuant to the town alcohol ordinance section 2B-2.
  3. Permits must be approved by the Parks & Recreation Commission, which meets the third Monday of each month. Therefore, any request for an alcohol permit must be received in a time frame compatible, not only with the Commission's monthly meeting schedule, but also far enough in advance to secure the necessary approvals pursuant to the town alcohol ordinance section 2B-2. A request for an alcohol permit involving 25 or more individuals may require a police officer at the discretion of the Park & Recreation Commission.
12. Any fire for cooking or other purposes must be confined to grills, fireplaces or other appropriate fixtures when provided. No ground fires are allowed in any park except by permit issued by the Director of Parks & Recreation.
  13. No person shall vend, peddle or post any item in any Town park facility without first securing a written permit to do so by the Director of Parks & Recreation.

14. No person shall enter into an area closed or restricted by the Parks & Recreation Commission.

15. The following park areas shall have opening and closing hours as listed. Any park area not listed shall be open to the general public 24 hours a day. No person, other than authorized officials or employees of the Parks & Recreation Department, shall be allowed in park areas with designated opening/closing times after hours:

Addis Park: ½ hr. before sunrise, ½ hr. after sunset [Except access to boat ramp]

Baldwin Park: ½ hr. before sunrise, ½ hr. after sunset

Carlson's Grove: ½ hr. before sunrise, ½ hr. after sunset

Clatter Valley: ½ hr. before sunrise, ½ hr. after sunset

Emmanuel Williamson: ½ hr. before sunrise, ½ hr. after sunset

Lynn Deming: ½ hr. before sunrise, ½ hr. after sunset [Except access to the boat ramp and the boat slips]

Andrew Gaylord Barnes Park: ½ hr. before sunrise, ½ hr. after sunset

Helen Marx Park: ½ hr. before sunrise, ½ hr. after sunset

Norstrand Trail: ½ hr. before sunrise, ½ hr. after sunset

Northville Soccer Field: ½ hr. before sunrise, ½ hr. after sunset

Pickett District Road Ball Fields: ½ hr. before sunrise, ½ hr. after sunset

Ray Ramsey Park: ½ hr. before sunrise, ½ hr. after sunset

Sarah Noble Soccer Field: ½ hr. before sunrise, ½ hr. after sunset

Young's Field: ½ hr. before sunrise, ½ hr. after sunset [except during approved athletic events]

16. To the extent permitted by law, the following parks are subject to certain restrictions. Lynn Deming, Addis Park, Baldwin Park and Carlson's Grove shall be restricted in use to only those persons who are residents of the Town of New Milford or owners of real property located in the Town of New Milford and their guests, when accompanied by such residents or property owners. Clatter Valley Park shall be restricted in use to only those persons who are residents of the Town of New Milford or Bridgewater or who are owners of real property located within the Town of New Milford or Bridgewater and their guests, when accompanied by such residents or property owners. Each motorized vehicle using any of the above park areas must have a current Town park sticker attached in a conspicuous place, purchased annually through the Parks and Recreation Department at the location determined by the Parks Recreation Commission. Vehicles, boats and trailers requiring a sticker to enter into a park must be registered in the name of the New Milford resident or taxpayer in order to get a sticker. You must bring the registration for the vehicle, boat or trailer at the time of requesting a sticker and/ or trailer sticker/launch pass. For proof of residency or taxpayer status, you must provide two of the following current documents: CT Drivers License, CT non-driver photo identification card, vehicle registration, tax bill, utility bill or current residential lease. If a vehicle is leased by a New Milford resident or taxpayer, then the resident or taxpayer must provide a copy of one of the following current documents: vehicle lease or vehicle insurance card.

The Parks and Recreation Director may issue a temporary vehicle parking permit for those vehicles entering restricted Town parks for the following:

- A. A function sponsored by an organization having a chartered unit in the Town of New Milford.
- B. A function sponsored by a business having a place of business in the Town of New Milford.
- C. This temporary vehicle permit will be valid for the one function only, during the following hours:

Lynn Deming Park: Monday – Friday 1:00PM to ½ hour after sunset,  
Saturday – Sunday – Holidays 4:00PM to ½ hour after sunset

All other restricted parks: To be issued at the discretion of the Parks and Recreation Director.

If the requested permits for one function exceed fifty (50), the Parks and Recreation Director will refer the request to the Parks and Recreation Commission for approval or disapproval.

- 17. Any person or group engaged in any activity or use of facilities which requires a permit must produce a valid permit to any town official or park attendant authorized to verify such.
- 18. To prevent the hazard of broken glass in the swimming area, on the beach and in other park areas, glass beverage containers of any type are not allowed on the premises of Lynn Deming Park and their use or possession thereon is there by prohibited.
- 19. **Anyone determined to be in violation of these rules who, after being requested by Town personnel or Town agents to comply with the rules, refuses to comply shall be subject to removal from the park or recreation area and/or shall be subject to revocation of his/her park stickers, passes or privileges, without refund, and/or shall be subject to arrest where warranted.**
- 20. Except for approved park and municipal signs, no signs are permitted anywhere in Town parks or recreational areas without prior approval of the Parks and Recreation Department. Any improper signs will be removed and destroyed without notice.

### **PARK RESERVATION RULES AND REGULATIONS:**

- 21. Park reservation requests at Clatter Valley Park without an alcohol permit or at any other park must be made a minimum of one week (5 business days) in advance of the date needed. (Permits for 50 or more individuals requires Park & Recreation Commission approval, which meet the third Monday of each month).
- 22. Depending on the size and type of event, stipulations such as a security bond (in the form of a cashier's check or cash), tent bond, electricity fee, key deposit, insurance certificate, police

officer, waste removal, port-o-john, Fire Marshal approval, Health Department approval, Traffic Authority approval, Town Council approval, etc. may be imposed at the discretion of the Director and/or Parks & Recreation Commission.

23. Organizations requesting use of a park must provide a certificate of insurance naming the Town of New Milford as an additional insured in the amount of one million dollars in liability coverage. Individual residents are exempt from this provision.
24. Approved requests will note that any New Milford residents and their guest will still have access to other areas within the park during the period of reserved use. However, the Department may close the park to the general public if it is deemed necessary for the safety of a specific event.
25. Lynn Deming Park may be reserved for groups on weekends and holidays starting at 4:00 p.m., and weekdays from 1: 00 p.m. A limited number of passes for guests may be issued based on the group's size at the discretion of the Director.
26. Where issuance of a key is necessary, a fifty (\$50.00) dollar key security deposit shall be required. Keys must be returned within two (2) business days after an event.
27. Events with 25 (twenty-five) or more individuals will be required to submit a security bond for the following amounts in the form of a cashier's check or cash: 25 – 100 individuals = \$200.00, 101 150 individuals = \$250.00, and 151 individuals and up = \$300.00. The Director and/or Parks & Recreation Commission reserve the right to waive a bond at their discretion.
28. Other stipulations such as waste removal, porta-john, Health Department approval, Fire Marshal approval, Traffic Authority approval, etc. may be imposed, also at the discretion of the Director and/or Parks and Recreation Commission.
29. A police officer may be required for events involving 100 or more individuals. The Director and/or Parks & Recreation Commission reserve the right to require a police officer for smaller events at their discretion.
30. Portable restrooms may be required for events involving 50 or more individuals on any given date. The Director and/or the Parks & Recreation Commission reserve the right to require a portable restroom for smaller events at their discretion. A receipt must be given to the Parks & Recreation Department for proof that a portable restroom was rented. Bonds will not be returned until this has been given.
31. It is mandatory that permit holders call the Parks and Recreation Department at 355-6050 if upon arrival at a park they find a mess or vandalism of any type. Please report the date, time of your call and nature of the problem.
32. Groups who fail to clean up after an event, properly dispose of trash and bags, drive or park on Town Green, cause damage, or break any other park rules or regulations may lose their

security bond or be charged an appropriate fee at the discretion of Director and/or Parks & Recreation Commission (it is the responsibility of the group to supply their own trash bags).

33. Permit holders using athletic field lighting at Young's Field will be charged at a rate of fifteen (\$15.00) per hour per field.

34. The Parks & Recreation Commission reserves the right to limit the hours of usage within parks. Below is a guideline for maximum usage of Athletic Fields (fields should not be used more than 24 hours in any given week, maximum 4 hours for 6 days):

Soccer: 18 hours per week

Football/Lacrosse: 12 hours per week

Baseball/Softball: 30 hours per week

Mixed Use: No more than 24 hour a week

35. No motorized vehicles are allowed within Town parks except in designated roadways or parking areas.

36. Feeding of wildlife is prohibited in Town park facilities.

37. Swimming is only permitted in designated areas.

38. Groups, except non-profit groups, shall be required to purchase a \$40.00 group pass for each date that the group reserves Lynn Deming Park. Non-profit groups shall be required to purchase a \$40.00 group pass for each date that it reserves Lynn Deming Park above and beyond one reservation within each 3 month period. A "group" is considered to be 10 or more persons, including all chaperones, supervisory personnel and similar persons. A non-profit group is a group from, or formally affiliated with, an organization that has federally recognized 501 (c) (3) charitable organization designation.

39. A \$40.00 cash user bond shall be paid up front with facility applications to insure that the group representatives meet all advance requirements (e.g. key deposit, insurance certificate, guest list etc.) without the need for additional staff time for follow-up and that other requirements of the group are met without additional unnecessary staff time. The bond will be refunded if all requirements are met.

40. The use of boom boxes or similar electronic devices, or the use of any type of equipment or device, or any conduct, that disrupts or interferes with the reasonable use and enjoyment of other park or recreational facility users is prohibited.

# RULES AND REGULATIONS GOVERNING THE USE OF LYNN DEMING PARK

2019

PURPOSE: The purpose of these rules and regulations is to provide a safe, comfortable and pleasant park for those entitled to use it.

## ADMITTANCE IS LIMITED TO:

1. Resident vehicles with authorized sticker and their guests in same vehicle in one trip. (Additional vehicle trip to bring in more people are prohibited).
2. Residents and non-residents with valid day pass.
3. Resident walk-in must show a valid Connecticut driver's license or Connecticut State issued non-driver photo identification establishing that you are a New Milford resident. NO unaccompanied minors without a parent/guardian.

## PARK USE AND LAKEFRONT RULES:

1. Lifeguards are on duty to enforce rules and regulations and to respond to emergency situations, but parents or guardians are ultimately responsible for the safety of their children. The lifeguards can prohibit any activity that they deem to be hazardous or a health or safety risk.
2. **Swimming when Lifeguards are off duty is dangerous.**
3. Park Hours are sunrise to sunset.
4. Lifeguard Hours: May 30<sup>th</sup> - June 20<sup>th</sup>  
Weekends 11am-6pm  
Weekdays 12pm-6pm  
June 21<sup>st</sup> - Labor Day  
Daily 11am-6pm
5. A responsible adult must accompany children under 12 years of age in the park.
6. **An adult must accompany children 5 years of age and under into the water and remain within arm's reach at all times.**
7. Littering is prohibited. Please help keep your park clean.
8. Park speed limit is 10 m.p.h.
9. Smoking and vaping are prohibited at all Town park playground facilities including but not limited to; the Creative Playground, Lynn Deming Park, Young's Field, Carlson's Grove and Emanuel Williamson Park.
10. **The use or possession of alcoholic beverages is prohibited in the park. Anyone believed to be consuming alcohol will be asked to leave the park immediately with possible revocation of their pass. Park & Recreation staff & agents have the authority to inspect coolers.**

Notwithstanding the provision above, persons may possess alcoholic liquor with the intent to consume and may consume alcoholic liquor within any Town Park provided, however, that the Parks & Recreation Commission has first given written authorization to permit the sale, service, or distribution of alcoholic liquor at, or in connection with, a Town-sponsored special event, function, festival or



celebration being held within any Town Park and that the applicant otherwise secures the approvals necessary pursuant to the town alcohol ordinance section 2B-2.

11. Animals, of any kind, are not permitted in the park, except for service animals (vessel owners bringing pets must transport pets directly from vehicle to vessel, not allowing pets to walk in park).
12. Infants and toddlers must wear swim diapers if not potty-trained.
13. The discharge or possession of fireworks or firearms is prohibited.
14. No recreation activities of any type are allowed at any time in the roadways or parking areas. This includes bicycling, skateboarding, etc.
15. Picnic tables must not be moved.
16. Parking regulations are set by the Parks and Recreation Commission and enforced by the Parks & Recreation Department and the Police Department.
17. Anyone determined to be in violation of these rules who, after being requested by Town personnel or Town agents to comply with the rules, refuses to comply shall be subject to removal from the park or recreation area and/or shall be subject to revocation of his/her park stickers, passes or privileges, without refund, and/or shall be subject to arrest where warranted.
18. Picnic fires are allowed in designated picnic areas only. All picnic fires must be put out completely before leaving the picnic areas. **No picnic fires or grills in or near beach area**
19. The use of boom boxes or similar electronic devices, or the use of any type of equipment or device, or any conduct, that disrupts or interferes with the reasonable use and enjoyment of other park or recreational facility users is prohibited.
19. No dumping of coals on the ground. All coals must be doused with water and disposed of properly.
20. No fishing in the swimming areas. Fishing is only permitted south of the vessel docks or in other designated areas of the park.
21. No pushing or running on the floats or on the beach.
22. Swimming under the floats is prohibited.
23. No smoking allowed on the beach, picnic areas, pavilion, playground or bathrooms.
24. Glass containers are prohibited in the park.
25. Balls, air mattresses, water wings, float belts or flotation devices, other than life jackets, may not be used in the designated swimming areas. Life jackets must be Coast Guard approved Class I, II or III and must be inspected by a lifeguard prior to use. Individuals who wear lifejackets must remain within arms reach of a responsible adult.
26. Snorkels and fins are not allowed.
27. Swimmers must remain in designated swimming areas.
28. The ropes and buoys that designate the swimming area are in place for your protection. Hanging on the ropes is not allowed.
29. Groups reserving Lynn Deming Park are required to pay a \$20.00/\$50.00 filing fee and a \$75.00 rental fee which may be waived at the discretion of the Parks & Recreation Commission.
30. Groups reserving the park are limited to a maximum of 50 individuals. For good cause, the Commission may allow larger groups at its discretion.
31. Groups, except non-profit groups, shall be required to purchase a \$75.00 group pass for each date that the group reserves Lynn Deming Park. Non-profit groups shall be required to purchase a \$75.00 group pass for each date that it reserves Lynn Deming Park above and

beyond one reservation within each 3 month period. A “group” is considered to be 10 or more persons, including all chaperones, supervisory personnel and similar persons. A non-profit group is a group from, or formally affiliated with, an organization that has federally recognized 501 (c) (3) charitable organization designation.

32. For Groups, a “guest list” of all attendees’ names must be submitted to the Parks and Recreation office at least one (1) week prior to the group’s park reservation date and may not be submitted to security guard. The failure to follow this rule will result in voiding the reservation.
33. Day passes are available for each individual entering Lynn Deming Park for a fee. Day passes are available only at the Parks & Recreation Department during normal business hours. You may purchase no more than 4 passes in any given week, proper identification is required. Day passes are valid for 7 days from the date purchased.

#### VESSELING RULES:

1. All vessels entering the park docks or lakefront area must have a current Town Sticker and any vessel being trailered into the park must be on a trailer with a proper trailer sticker/launch pass. Vehicles, vessels and trailers requiring a sticker to enter into the park must be registered in the name of the New Milford resident or taxpayer in order to get a sticker/launch pass. You must bring the registration for the vehicle, vessel or trailer at the time of requesting a sticker and/ or trailer sticker/launch pass. For proof of residency or taxpayer status, you must provide two of the following current documents: CT Drivers License, CT non-driver photo identification card, vehicle registration, tax bill, utility bill or residential lease. If a vehicle is leased by a New Milford resident or taxpayer, then the resident or taxpayer must provide a copy of one of the following current documents: vehicle lease or vehicle insurance card.
2. License, CT non-driver photo identification card, vehicle registration, tax bill, utility bill or residential lease. If a vehicle is leased by a New Milford resident or taxpayer, then the resident or taxpayer must provide a copy of one of the following current documents: vehicle lease or vehicle insurance card.
3. All vessels and skiers must keep out of the area bounded by the south edge of the vessel ramp, the outer marker buoys and the south boundary of the park.
4. No vessel may be operated at a speed in excess of 5 mph within the vessel swing area of the park beach.
5. Vessels are not allowed to loiter in the area around the park beach where they may interfere with vessels using this beach.
6. No vessel may be kept out of the water in the park area.
7. In order to avoid accidents, vessels must enter the beaching area from the south and leave at the north.
8. Ski tow ropes must be picked up before entering the beaching area.
9. The outer edges of vessel docks must be kept clear for loading and unloading.
10. Parked trailers should be disconnected from vehicles, except in parking spots specifically designated for both trailer and vehicle.
11. Canoe, paddleboard and kayak (no other vessels allowed) racks are available for use by New Milford residents from April 1<sup>st</sup> to November 30<sup>th</sup> at a charge of \$50. For the season. Residents wishing to rent the racks must register at the Parks & Recreation Department. Vessels remaining after December 10<sup>th</sup> will be considered abandoned and disposed of.

#### DIVING BOARD AND SWIM DOCK RULES:

1. The use of the diving board may be prohibited if water level is too low.
2. Absolutely no back dives, back flips or reversals allowed.
3. No sitting on the board.
4. Do not go off the board with a lifejacket on.
5. Only one person at a time on the board.
6. No hanging on the bars.
7. Only one bounce allowed off of the board.
8. No swimming allowed under the docks.
9. No jumping off the docks.
10. No flips off the docks.
11. The diving board & swim dock shall not be used when lifeguards are not on duty.
12. Lifeguards are fully authorized to close the diving board and/or swim dock, or limit the number of users, for safety reasons at any time at their sole discretion.

This is your park, so please help us to improve our operation with your suggestions and cooperation.